

AN ORDINANCE **96681**

AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT WITH DOCUMATION, INC. FOR COPIER SERVICES AT THE SAN ANTONIO PUBLIC LIBRARY AND BRANCH LOCATIONS FOR USE BY THE PUBLIC AND CITY STAFF FOR AN INITIAL THIRTY-SIX MONTH TERM BEGINNING ON NOVEMBER 18, 2002, WITH AN OPTION TO EXTEND THE AGREEMENT FOR TWO ADDITIONAL SUCCESSIVE ONE YEAR PERIODS UPON MUTUAL CONSENT, AND AMENDING ORDINANCE NUMBER 84795 TO ESTABLISH FEES FOR THE USE OF COIN-OPERATED COPIERS AT LIBRARY DEPARTMENT FACILITIES, AND AMENDING CITY CODE SECTION 2-11 IN ACCORDANCE HERewith.

* * * * *

WHEREAS, the San Antonio Public Library ("Library") contracts with a vendor to provide photocopying services to the public at the Central Main Library and at 18 branch sites through the use of self serve coin operated copiers; and

WHEREAS, the previous contract for these services having expired, the City issued a Request for Proposals ("RFP") seeking to enter into a new agreement for copier services; and

WHEREAS, the City received two responses indicating "no bid", and one proposal from DOCUmentation, Inc., which was evaluated by a team consisting of representatives from the Economic Development Department, the Purchasing and General Services Department and the Library; and

WHEREAS, upon completion of review, the evaluation team concluded that DOCUmentation, Inc.'s proposal was responsive to the RFP, and would allow the City to maximize revenues while providing a service to the public, and therefore, recommends that this license agreement be awarded to DOCUmentation, Inc.; and

WHEREAS, under this agreement, DOCUmentation, Inc. will provide 32 black and white coin operated copiers and one coin operated color copier, equipped with change mechanisms, two change dispensing machines, all supplies for the operation of the machines, all maintenance, and a percentage of the revenue generated from their use; and

WHEREAS, this agreement will be for a period of 36 months, beginning on November 18, 2002, with the option to renew on the same terms and conditions for two additional, successive, one year periods upon mutual consent of the parties; and

WHEREAS, the City Council desires to approve the recommendation of the evaluation committee; and

WHEREAS, City Code Section 2-11(k) of the City Code sets a fee of ten cents per page for the operation of coin operated copiers at the Library, without specifying variations in paper size or distinguishing between black and white and color copies; and

WHEREAS, the Library will now be able to provide varying sizes of copies and color copies under the new agreement with DOCUmentation, Inc.; and

WHEREAS, in order to maximize revenues and provide increased services to the public, the Library Board of Trustees recommended an amendment to Ordinance No. 84795 and Section 2-11(k) of the City Code, to establish new fees for use of coin operated copiers for larger sized paper and color copies; and

WHEREAS, it is now necessary to authorize the amendments and additions to the City Code in order to enable the amended fees and new fees to be effective November 18, 2002; **NOW THEREFORE**:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

Section 1. The proposal of DOCUmentation, Inc. to provide the San Antonio Public Library with copier services pursuant to the attached license agreement is hereby accepted. The City Manager, or her designee, is hereby authorized to negotiate and execute a non-exclusive license agreement with DOCUmentation, Inc. to provide copier services at Library facilities. The term of this agreement shall be for a 36 month period beginning on November 18, 2002. Thereafter, said agreement is authorized to be renewed and extended under the same terms and conditions for two (2) additional one (1) year periods upon mutual agreement of the parties. A copy of the License Agreement, in substantially final form, is attached hereto and incorporated herein for all purposes, as Attachment "A".

Section 2. The authority granted above to the City Manager or her designee is authorized for a forty-five (45) day period. In the event a final agreement in substantially the form as attached cannot be reached within this time period, approval of the Agreement shall be subject to subsequent City Council approval.

Section 3. The Director of Finance, or his designee, is authorized to deposit revenues into Fund 11-000, entitled "General Fund."

Section 4. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocation to specific Index Codes and Fund Numbers as necessary to carry out the purpose of this Ordinance.

Section 5. The following fees are hereby established and Section 2-11(k) of the City Code is hereby authorized to be amended to read as follows:

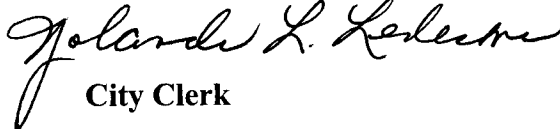
(k) The following fees will be charged in any of the facilities of the Library Department:

- (i) Ten cents (\$.10) per page for copies produced on a black and white copier on 8.5" x 11" paper, and on 8.5" x 14" paper, and for the operation of Microfilm Copiers, and Computer Printers;
- (ii) Twenty cents (\$.20) per page for copies produced on a black and white copier on 8.5" x 17" paper;
- (iii) One dollar (\$1.00) per page for copies produced on a color copier on 8.5" x 11" paper, and on 8.5" x 14" paper; and
- (iv) Two (\$2.00) dollars per page for all copies made on a color copier on 11" x 17" paper.

Section 6. This ordinance shall take effect on November 18, 2002.

PASSED AND APPROVED this 7th day of November, 2002.


M A Y O R
EDWARD D. GARZA

ATTEST: 
City Clerk

APPROVED AS TO FORM: 
for City Attorney